



# Specialty Crop Block Grant Program

## Grant Manual

*Fiscal Year 2008 Funding Cycle*

Application Packet Due Date:  
December 1, 2008

The forms in this manual may be reproduced.  
Additional copies of this publication may be obtained from our web site at

<http://www.azda.gov/Main/SCBGP2008GrantManual.pdf>



# Arizona Department of Agriculture

1688 W. Adams Street, Phoenix, Arizona 85007  
(602) 542-4373 FAX (602) 542-5420

October 15, 2008

Dear Grant Applicant:

The Arizona Department of Agriculture is pleased to present the Specialty Crop Block Grant Program (SCBGP) Grant Manual. The purpose of this program is to promote the increased consumption of fruits, vegetables, and nuts and to enhance the competitiveness of specialty crops in Arizona. For purposes of the program, specialty crops are defined as fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture).

This manual is designed to instruct applicants in preparing successful grant application packets for funding assistance from the Arizona Department of Agriculture for revenues appropriated pursuant to the Specialty Crops Competitiveness Act of 2004. Please take the time to read this grant manual carefully.

The Arizona Department of Agriculture anticipates that these grant monies will be available to successful applicants by mid 2009. ADA may place a per applicant cap on grant awards. This manual contains general program information, criteria rating system, and application packet requirements.

Thank you for your interest in this important program and we look forward to receiving your application packet.

Sincerely,

Donald Butler  
Director

**Specialty Crop Block Grant Program  
FY 2009 Grant Manual**

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## **I. General Information**

### **I.A. List of Terms and Acronyms**

**ADA** - Arizona Department of Agriculture

**Administrative Costs** - All executive, organizational, and clerical costs associated with the general management of an organization and not costs for the direct execution of the grant project.

**AMS** - Agricultural Marketing Service (a division of USDA)

**A.R.S.** - Arizona Revised Statutes

**Authorized Signature** – Signature of authorized signer

**Authorized Signer** – Individual authorized to receive funds on behalf of grantee and the person who becomes responsible for execution of grant project responsibilities.

**Collaboration** – Any cooperative effort of eligible applicants, universities, or industry trade associations to execute the completion of the proposed grant project.

**DBA** – Doing business as

**Grant Award Agreement** – ADA’s contract with the authorized signer indicating the grantee’s intention to complete the proposed tasks and authorizing ADA to monitor the progress of the proposed project.

**Matching Funds** – A cash contribution toward the completion of the project or new, verifiable in-kind expenditures that the applicant or collaborators will incur contingent upon receiving a grant award.

**Project** – Activities proposed to be funded by the SCBGP.

**Specialty Crop** – Fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture). See expanded list on page 3.

**SCBGP** – Specialty Crop Block Grant Program

**USDA** – United States Department of Agriculture

## **I.B. Mission Statement**

The mission of the Arizona Department of Agriculture (ADA) is to regulate and support Arizona agriculture in a manner that encourages farming, ranching and agribusiness while protecting consumers and natural resources.

## **I.C. Background**

The Specialty Crops Competitiveness Act of 2004 authorized the United States Department of Agriculture (USDA) to promote the increased consumption of fruits, vegetables, and nuts and to enhance the competitiveness of specialty crops. Under the Act, the Secretary of Agriculture is directed to make grants to States for each of the fiscal years 2005 through 2009 to be used by State departments of agriculture to enhance the competitiveness of specialty crops.

## **I.D. Funding Source and Available Funds**

AMS is charged with distributing block grant funds to state departments of agriculture, the District of Columbia, and the Commonwealth of Puerto Rico to enhance the competitiveness of specialty crops. ADA has been notified that USDA has allocated \$159,294.43 of 2008 funds toward the Specialty Crop Block Grant Program in Arizona to be distributed in the fiscal year 2009 funding cycle. ADA may withhold up to ten percent for program administration. 7 C.F.R. §1290.6(b)(4). ADA will award multiple grants from these funds for the fiscal year 2009 grant cycle. ADA may place a per applicant cap on grant awards. Determination of funding allocations will be competitive with awards made to the top qualifying applicants on a reimbursement basis. Quarterly reimbursement will be contingent upon compliance with guidelines set forth by ADA. Requests for fund advances will be considered on a case by case basis. If a funding advance is requested, the need for the advance must be clearly stated in the project proposal. Initial funding advances shall not exceed 50% of the total grant award. Matching contributions by applicants, although not required, are highly encouraged and will be factored into the approval criteria measurements.

## **I.E. Eligible Applicants**

State and/or local organizations, producer associations, academia, community based organizations, and other specialty crops stakeholders are eligible to apply either as single entities or in combined efforts. Multi-state projects will not be considered by ADA. SCBGP grant funds will be awarded for projects of up to 3 years duration. More than one project application packet per applicant may be submitted. If submitting multiple project application packets, please prioritize your submissions.

## **I.F. Eligible Projects**

Examples of projects aimed at increasing consumption and/or enhancing the competitiveness of specialty crops include, but are not limited to: research, promotion, marketing, nutrition, trade enhancement, food safety, food security, plant health programs, education, “buy local” programs, increased consumption, increased innovation, improved efficiency and reduced costs of distribution systems, environmental concerns and conservation, product development, and development of cooperatives.

### **I.G. Eligible Specialty Crops**

Commonly recognized fruits, vegetables, tree nuts, dried fruits, and nursery crops (including floriculture) are eligible specialty crops, as are the following:

Algae	Honey
Christmas trees	Hops
Cocoa	Kava
Coffee	Lavender
Cut flowers	Maple syrup
Dry edible beans	Mushrooms
Dry peas	Peppermint
Foliage	Potatoes
Fruit grapes for wine	Seaweed
Ginger root	Spearmint
Ginseng	Vanilla
Herbs	Vegetable Seeds

### **I.H. Ineligible Commodities**

Cotton and cottonseed  
Feed crops such as barley, corn, hay, oats, sorghum grain, millet, alfalfa  
Flaxseed  
Food grains such as rice, rye, wheat  
Livestock and dairy products, including eggs  
Marine or fresh water aquaculture  
Oil crops such as peanut, soybean, sunflower, safflower, rapeseed, canola, mustard seed  
Peanuts  
Range grasses  
Sod  
Sugar beets  
Sugarcane  
Tobacco  
Turf

### **I.I. General Compliance**

All awarded grant projects must comply with all applicable federal and state laws and regulations and the terms of the grant award. The administration of grants awarded is subject to the requirements of A.R.S. §41-2701 et seq.

### **I.J. Permitting Requirements**

SCBGP funded projects may involve conducting work that requires permits and clearances from various agencies. ADA does not determine which, if any, permits are required for specific projects nor does it review permits for accuracy or appropriateness. Applicants are responsible for determining that all necessary permits that apply to their project are identified and obtained.

**I.K. Arbitration**

To the extent required pursuant to A.R.S. §12-1518 and any successor statute, the parties agree to use arbitration, after exhausting all applicable administrative remedies, to resolve disputes arising out of the Grant Award Agreement.

**I.L. Disagreement Process**

ADA reserves the right to reject any application packet due to ineligibility or requirements not met as stated in this grant manual. Disagreements will be addressed pursuant to A.R.S. §41-2704.

**I.M. Indemnification**

The parties to this contract agree that the State of Arizona, its departments, agencies, boards and commissions shall be indemnified and held harmless by the contractor for the vicarious liability of the State as a result of entering into this contract. However, the parties further agree that the State of Arizona, its departments, agencies, boards and commissions shall be responsible for its own negligence. Each party to this contract is responsible for its own negligence.

**I.N. Non-Discrimination**

In carrying out the terms of the Grant Award Agreement, the grantee agrees to comply with Executive Order 99-4 prohibiting discrimination in employment, the provisions of which are incorporated herein by reference.

**I.O. Conflict of Interest**

The Grant Award Agreement will be subject to termination pursuant to A.R.S. § 38-511.

**I.P. Non-Availability of Funds**

Every payment obligation of the State under the Grant Award Agreement will be conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of the Agreement, the Agreement may be terminated by the State at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

**I.Q. Records Requirements**

The grantee will be responsible for setting up and maintaining a project file that contains all records of correspondence with ADA, receipts, invoices and copies of all reports and documents associated with the project. Pursuant to A.R.S. §35-214 and §35-215, the grantee shall retain all data and other records relating to the acquisition and performance of the Grant Award Agreement for a period of five years after the completion of the agreement. All records shall be subject to inspection and audit by state personnel at reasonable times. Upon request, the grantee shall produce a legible copy of any or all such records.

**I.R. Monitoring**

ADA reserves the ability to perform site monitoring visits to any and all grantees to ensure that work is progressing within the required time frame and that fiscal procedures are followed accurately and appropriately. Monitoring includes both financial and program information as well as site visits.

## II. Application Packet Information

### II.A. Application Packet Requirements

All applicants must adhere to the following instructions, in addition to other requirements as stated in this grant manual, including all definitions and abbreviations, to be considered eligible for grants. **Application Packets missing any of the subsequent information will be deemed ineligible.**

1. **Cover page and abstract** – Include the name of the applicant (or lead agency in the case of multi-agency projects) administering the project along with an abstract of 200 or fewer words describing the proposed project.
2. **Project Purpose** – Clearly state the specific issue, problem, interest or need to be addressed. Explain why each project is important and timely.
3. **Potential Impact** – Discuss the number of people or operations affected, the intended beneficiaries for each project, and/or the potential economic impact, if such data is available and relevant to the project.
4. **Financial Feasibility** – A thorough and detailed budget must be submitted with the application packet. As a reminder, matching contributions are highly encouraged and detailed descriptions should be included with the budget estimations. Please use the budget template included in grant manual. *No administrative costs may be allotted to the budgeted project.*
5. **Expected Measurable Outcomes** – Describe at least two discrete, quantifiable, and measurable outcomes that directly and meaningfully support each project's purpose. The outcome measures must define an event or condition that is external to the project and that is of direct importance to the intended beneficiaries and/or the public.
6. **Goals** – Describe the overall goals in one or two sentences for each project.
7. **Work Plan/Timeline** – Explain briefly how each goal and measurable outcome will be accomplished for each project. Be clear about who will do the work. Include appropriate timelines. Expected measurable outcomes may be long term and exceed the grant period. If so, provide a timeframe when long term outcome measures will be achieved.
8. **Project Oversight** – Describe the oversight practices that provide sufficient knowledge of grant activities to ensure proper and efficient administration.
9. **Project Commitment** – Describe how all grant partners commit to work toward the goals and outcome measures of the proposed project. For all multi-agency projects, letters of support are required to be included with the application packet.



## II.B. Exclusions

- No administration costs may be allotted to the budgeted projects.
- Travel expenses associated with the project shall follow the Arizona State Travel Policy as outlined in Section II-D of the State of Arizona Accounting Manual, which can be viewed at <http://www.gao.state.az.us/travel/>.
- Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).

## II.C. Application Packet Details and Format

Application packets must be submitted in entirety. Incomplete application packets will not be given further consideration. Your application packet must include the following:

- Proposal(s) must be organized and have the requested information in the sequence presented in the Application Packets Requirements section (II. A.) of this manual.
- An entity may submit more than one application packet, but only if the application packets are for completely different projects.
- Proposal(s) should be typed, single spaced, in 12 pt. font.
- Illegible application packets may be determined to be ineligible.
- Proposal(s) must be submitted on 8.5x11 white paper with one inch margins.
- Each page should be numbered.
- **Application packets are not to exceed 3 pages in length.**
- Do not bind application packets. All application packets should be stapled once in the upper left-hand corner.
- Submit ONE printed complete original application packet and ONE CD with an electronic copy (Microsoft Word file for the project proposal and Microsoft Excel file for the budget) of the application packet.
- **The person authorized to receive funds must sign the original copy of the application and all subsequent documents in the grant process.**

## II.D. Application Packet Due Date

ADA's Agricultural Consultation and Training Program (ACT) must receive completed application packets no later than **3:00 p.m. on Monday, December 1, 2008.** *This is not a postmark deadline; application packets must be received by the grant deadline date and time.* Grant application packets will be publicly opened and stamped received on this date. **Late Application packets will not be accepted and will be returned unopened.** Application packets must be mailed or delivered to:

Specialty Crop Block Grant Program  
Arizona Department of Agriculture  
Agricultural Consultation and Training Program  
1688 West Adams Street  
Phoenix, Arizona 85007

## **II.E. Contact Information**

Stacie Archuleta  
(602) 542-0137  
[sarchuleta@azda.gov](mailto:sarchuleta@azda.gov)

Malorie Lewis  
(602) 542-4494  
[mlewis@azda.gov](mailto:mlewis@azda.gov)

Toll Free Outside Maricopa County: (800) 294-0308  
Fax: (602) 364-0830

## **III. Grant Awards and Reporting**

### **III.A. Application Packet Evaluation and Selection Process**

All application packets will be evaluated by the SCBGP Evaluation Team after the grant application packet submittal deadline. The Evaluation Team will be made up of at least five individuals with the appropriate background and expertise necessary to evaluate project proposals.

The Evaluation Team will use the SCBGP Application Packet Rating Criteria listed in section III. B. to rate application packets. After the application packets have been evaluated and rated, grant award recommendations will be made to the director of ADA based on the rating and the strength of the project proposal as determined by the Evaluation Team.

The SCBGP Evaluation Team may adjust monetary grant requests, project proposal scope of work and/or project budgets.

### **III.B. Application Packet Rating Criteria**

All grant application packets submitted during the fiscal year 2008 SCBGP funding cycle will be rated according to the following criteria:

<b>Weight</b>	<b>Criteria</b>	<b>Rating</b>
30%	Overall, how well does the project address the purpose and goals of the Specialty Crop Block Grant Program in relation to Arizona's current economy?	1 to 10 with 1 being the lowest and 10 being the highest
30%	To what extent will the grantee collaborate with other Arizona specialty crop producers in the execution of the grant program?	1 to 10 with 1 being the lowest and 10 being the highest
25%	To what extent will the results of the project be shared with the community, other growers, or researchers?	1 to 10 with 1 being the lowest and 10 being the highest
15%	Has the proposed project been accompanied with matching funds?	1 to 10 with 1 being the lowest and 10 being the highest

### **III.C. Notification of Award**

All eligible proposals will be reviewed. Successful proposals will be chosen on the merits of the project as they relate to the published criteria and will be included in the Arizona State Plan which will be submitted to USDA AMS no later than March 5, 2009 for approval. Applicants will be notified in writing if their project is not selected for inclusion in the Arizona State Plan. Upon approval of the Arizona State Plan by USDA AMS, applicants will be notified in writing as to whether or not they received a grant award. Successful applicants will also be sent a Grant Award Agreement to sign. The Grant Award Agreement will require grantees to agree to the clauses in sections I.I. – I.R. of this manual. ADA anticipates that grant awards and notification will be made in mid 2009.

*Please do not call ADA to check on the status of your application packet.*

After grant awards have been made, all application packets and the associated evaluations will be made available to the public. ADA may determine that trade secrets or proprietary information may continue to be held confidential. If you believe that any of the information contained in your application packet should be held confidential you must designate that information as “confidential” in your application packet, and provide an explanation as to why it should be held confidential.

### **III.D. Grant Award Agreement and Payment**

Prior to beginning work on the proposed project or receiving funding, successful applicants will be required to sign a Grant Award Agreement with the ADA indicating their intention to complete the proposed tasks and authorizing ADA to monitor the progress of the proposed project.

Grant Award Agreements must be signed and returned to ADA within 30 days of receipt. Failure to submit an executed copy of the Grant Award Agreement within 30 days of receipt will result in the loss of awarded grant funds, unless the delay was caused by circumstances outside the control of the grantee.

Grant Award Agreements may extend up to three years in duration depending on the type of project. ADA staff will write your grant award agreement based on the information you provide, so it is important that you carefully complete the application packet. If you need more space than that provided on the application form, attach extra sheets as needed.

**Project Cash Flow:** Payment of funds to the grantee will be made on a quarterly reimbursement basis. Be aware of the timing and amount of money (cash flow) needed to complete the project specified within your application packet. To receive reimbursement grantees must provide assurance that the work has been completed (receipts, invoices, etc.).

Requests for fund advances will be considered on a case by case basis. If a funding advance is requested, the need for the advance must be clearly stated in the project proposal.

### **III.E. Reporting Requirements**

**Quarterly Financial Reports** - During the award period grantees shall submit quarterly financial reports detailing an accurate record of expenditures incurred in association with the proposed project to the ADA's Agricultural Consultation and Training Program.

**Quarterly Narrative Reports** - Grantees shall also submit quarterly narratives describing the progress in achieving grant outcomes and detailing the achievement of the quantitative performance measures as included in the project proposal.

**Annual Reports** - Grantees are required to submit written performance reports annually to ADA detailing the project status and how grant monies were used to achieve project outcomes outlined in the project proposal submitted with the grant application packet. The first performance report will be due to ADA one year from the date the grant agreement between ADA and USDA is signed. Subsequent annual reports for multi-year projects must be received by ADA no later than forty five (45) calendar days after the close of each twelve month period. Performance reports must be submitted to ADA on an annual basis until the project is completed. Performance reports must also include a detailed budget report that tracks all expenditures against the project budget submitted with the grant proposal.

**Budget Adjustments** - If a project budget adjustment is needed during the project period, a written request may be made to ADA to reallocate budget funds between budget categories. However, the total budget amount as dictated by the approved grant award cannot be adjusted.

**Unexpended funds** – Grantees who receive advances will return to ADA the unexpended balance of awarded grant funds at the end of the grant period.

## Specialty Crop Block Grant Application Cover Sheet

Information should be typed or printed clearly

Company/Organization Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Tax ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

County of Project: \_\_\_\_\_

Legislative District: \_\_\_\_\_ Congressional District: \_\_\_\_\_

Project Title: \_\_\_\_\_

Funding Amount Requested: \_\_\_\_\_

Specific Specialty Crop deriving benefit of grant (For example: "Iceberg Lettuce" instead of "Vegetables" or "Lettuce.": \_\_\_\_\_

### Application Packet

Attach items 1 – 9 to application in the order listed below. See section II.A. for details.

1. Abstract
2. Project Purpose
3. Potential Impact
4. Financial Feasibility – Detailed Budget
5. Expected Measurable Outcomes
6. Goals
7. Work Plan/Timeline
8. Project Oversight
9. Project Commitment

I hereby certify that the information in this application packet is true and correct to the best of my knowledge.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

## SCBGP CHECKLIST

- ☐ **One original printed and one CD with an electronic copy** (Microsoft Word file for the project proposal and Microsoft Excel file for the budget) of application packet. The printed copy should be on white paper and fastened once in the upper left-hand corner with a staple. Each copy should include the following:

- ☐ **Signed Application Cover Sheet** (No more than 1 page)

- ☐ **Project Proposal** (No more than 3 pages), which includes the following:

- Abstract
- Project Purpose
- Potential Impact
- Financial Feasibility – Detailed Budget
- Expected Measurable Outcomes
- Goals
- Work Plan/Timeline
- Project Oversight
- Project Commitment

# Sample Budget

## Project Title -

<b>Funding Cycle FY08</b>	<b>Description</b>	<b>Budget</b>	<b>Match</b>
<b>Personal Services</b>			
		0.00	0.00
		0.00	0.00
<b>Total PS</b>		<b>0.00</b>	<b>0.00</b>
<b>Employee Related Expenses - Fringe Benefits</b>			
		0.00	0.00
		0.00	0.00
<b>Total ERE</b>		<b>0.00</b>	<b>0.00</b>
<b>Professional &amp; Outside Services</b>			
		0.00	0.00
		0.00	0.00
<b>Total P&amp;O</b>		<b>0.00</b>	<b>0.00</b>
<b>In-State Travel</b>			
	Lodging	0.00	0.00
	Meals	0.00	0.00
	Mileage	0.00	0.00
<b>Total In-State Travel</b>		<b>0.00</b>	<b>0.00</b>
<b>Other Operating Expenses</b>			
	Misc. rent, facility rental	0.00	0.00
	Materials and supplies	0.00	0.00
	Other operaing expenses	0.00	0.00
	Education and training	0.00	0.00
	Printing	0.00	0.00
	Postage	0.00	0.00
<b>Total OOE</b>		<b>0.00</b>	<b>0.00</b>
<b>TOTAL PROJECT COSTS</b>		<b>0.00</b>	<b>0.00</b>